

II. GENERAL GRANT PROCEDURES

A. Guidelines for Purchases and Expenditures

1. Compensation for Personnel Services-

Hiring of Personnel- EE prohibits the use of funds to pay salaries to full-time personnel. Where employees work on multiple activities or cost objectives, a distribution of their salaries or wages will be supported by personnel activity reports or equivalent documentation. Personnel activity reports must meet the following standards:

- (a) They must reflect an after the fact distribution of the actual activity of each employee.
- (b) They must account for the total activity for which each employee is compensated.
- (c) They must be prepared at least monthly and must coincide with one or more pay periods.
- (d) They must be signed by the employee.
- (e) Budget estimates or other distribution percentages determined before the services are performed do not qualify as support for charges to Federal awards but may be used for interim accounting purposes if certain conditions exist. (see OMB Circular A-87 available at www.whitehouse.gov/OMB/grants/index.html#circulares).

2. Contracting for Services

Partnerships must obtain approval for subcontracts from the regional project manager. Cost of professional and consultant services rendered by persons or organizations that are members of a particular profession or possess a special skill is allowable. The cost for services must be reasonable.

Consultant fees paid by Education Edge funds may not exceed \$400 per day without additional U.S.D.O.L. approval.

3. Reasonable Cost

A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances, prevailing at the time the decision was made to incur the cost. In determining reasonableness of a given cost, consideration shall be given to:

- a. whether the cost is of a type generally recognized as ordinary and necessary for the operation of the governmental unit or the performance of the Federal award;
- b. the restraints or requirements imposed by such factors as; sound business practices, arms length bargaining (i.e., negotiation of a price for exchanges between related interests), Federal, State and other laws and regulations, and terms and conditions of the Federal award;
- c. market prices for comparable goods or services;
- d. whether the individuals concerned acted with prudence in the circumstances considering their responsibilities to the government unit, its employees, the public at large, and the Federal Government. Significant

deviations from the established practices of the governmental unit which may unjustifiably increase the Federal award's cost.

3. Donated Services

Donated or volunteer services may be furnished to a governmental unit by professional and technical personnel, and other skilled and unskilled labor. The value of these services is not reimbursable either as a direct or indirect cost. However, the value of donated services may be used to meet cost sharing or matching requirements in accordance with the provisions of the Common Rule.

4. Equipment Purchases

The title for equipment rests with the fiscal agent of the partnership that made the purchase.

Items of equipment listed in the action plan are approved for purchase upon written approval of the action plan. **Items of equipment not included in the action plan require prior approval before purchases are made.** Partnerships desiring to receive authorization to purchase equipment must make written request to the regional project manager.

The policy, instructions, and inventory form follow.

Equipment Policy

INSTRUCTIONS ON PROPERTY PROCUREMENT AND ACCOUNTABILITY

General Instructions:

The Grantee has primary responsibility for exercising reasonable care and control of Federal property in its possession. The grantee must maintain property records. The use of federally furnished property must be only for the purposes set forth in the grant. The grantee remains accountable for all Federal property in its possession until relieved of that responsibility in accordance with the terms of the grant. Responsibility for reasonable care and control of all property under the grant and in the possession of a grantee remains with the grantee until relieved by the Tennessee Department of Education.

A. Types of Property for which Accountability must be maintained:

1. Tangible personal property having a useful life of more than one year and an acquisition cost of \$1,000 or more per unit. (After June 30, 1999, the amount is \$5,000 or more per unit). Examples include furniture, machinery, office, operational and educational equipment, etc.
2. Sensitive equipment having a unit cost of \$100 to \$1,000. Examples include typewriters, tape recorders, etc.
3. Personal computers will be tagged as a unit consisting of monitor, keyboard, external tape cartridge and the computer itself. The printer and other peripherals will be tagged separately.

B. Acquisition of Property

1. Funding of property purchases should be previously approved and stated in the grantee agreement.

2. Prior written approval by the Education Edge regional project manager must be obtained prior to any acquisition of nonexpendable property with a unit acquisition cost of \$1,000 or more.
3. An updated property listing should be sent to TDOE at least every quarter.

C. Transfer of Property between Locations

The partnership fiscal agent is accountable for the location of all Education Edge property in the partnership. In the case of a multi-county partnership, member counties have custody of the property subject to the instruction of the partnership fiscal agent. When the Education Edge grant ends, the partnership fiscal agent is responsible for the final report and disposition of the property.

Whenever property is moved to a new location, or other information about an item changes, the Grantee inventory list should be updated. All changes should be reported to TDOE either in a letter or with an updated inventory listing on which the new locations or other new information is clearly marked. The location and assignment of the property should be clearly designated on the equipment list.

D. Disposition of Property

1. In the event that property is discovered to be missing, stolen, destroyed or damaged, such property shall be reported to the Tennessee Department of Education Office of Budget and Planning. The report should be in letter format stating the pertinent details for the situation. In the event that property is stolen, a police report should also be enclosed with the report to TDOE.
2. In the event that the property is no longer needed, a letter must be submitted to the Tennessee Department of Education requesting the individual items to be surplus. The Tennessee Department of Education will complete the appropriate surplus forms and submit them to Tennessee Department of General Services, who will in turn establish a time to pick up unused equipment.
3. All property records must be maintained for a period of three years after final disposition of the property.

The grantees must tag all property listed in item A. above with the label and number. Upon request, tags will be provided by the Tennessee Department of Education to the grantee. Tags must be physically affixed to the equipment. After tagging the equipment, the grantee should add the new items to its inventory listing. The grantee inventory records must contain the following information:

- Tag number
- Program funding the acquisition
- Percentage federally funded, if not 100%
- Date of purchase or acquisition
- Condition of the property
- Cost or Fair Market Value
- Location
- Serial number or other identifying number

(29 CFR 97.32(d)(1))

New acquisitions must be reported to TDOE on the Property Record form. This form may be duplicated by computer, or a listing from the Grantee which shows new property may be attached. All new property should be clearly marked. New property listings must be submitted as soon as possible after tagging to:

Tennessee Department of Education
Office of Budget and Planning
710 James Robertson Parkway
6th Floor, Andrew Johnson Tower
Nashville, TN 37243

Equipment Inventory Form
TENNESSEE DEPARTMENT OF EDUCATION
EDUCATION EDGE
PROPERTY RECORD

CONDITION OF PROPERTY

NEW

GOOD

FAIR

POOR

CONTRACTOR
NAME

ADDRESS

CONTRACT
NUMBER

[illegible]

WHITE-

TDOE

YELLOW-CONTRACTOR

PINK-SUBCONTRACTOR

1. Proposal costs

Cost of preparing proposals for potential Federal awards are allowable. Proposal cost should normally be treated as indirect costs and should be allocated to all activities of the governmental unit utilizing the cost allocation plan and indirect cost rate proposal. However, proposal cost may be charged directly to Federal awards with prior approval of the Federal awarding agency.

2. Procurement

The term procurement in the regulations means the acquisition of goods and services for the direct use and benefit of the partnership. Recipients should apply the same principles to sub-grant awards wherever possible and appropriate. All partnerships must have written procurement procedures on file.

3. Contributions and donations

Education Edge funds must not be used to make contributions (e.g., campaign contributions) or donations, including cash, property, and services, to other entities. Outreach activities to identify and align available community services with Education Edge are allowable.

8. Leveraged Resources/Required Documentation

The purpose of requiring leveraged resources in action plan phases is to ensure that partnerships build sustainability for local systems that will remain when the federal funding ends. Leveraged resources are existing funds, staff time, or services from other federal, state or local sources that have been aligned with the Education Edge system. This differs from the Common Rule provision regarding matching and cost-sharing because School-to-Work Opportunities grant funds are not subject to matching and cost-sharing requirements. Because School-to-Work/Education Edge is a system-building initiative to align federal education and workforce development programs, realigned funds and in-kind contributions from other federal grant programs are included in amounts reported for "leveraged funds."

The Education Edge Office considers redirected funds for which there are specific dollar amounts, redirected staff time which has a specific dollar value, or donated services (such as transportation of students to work-based learning opportunities) that have specific dollar values to be "real dollar" contributions. Example: A legitimate Education Edge (School-to-Work) activity is the upgrading of middle school mathematics using real-world applications developed through business partnership activities. If some dollars from the Eisenhower Professional Development Program were used to train teachers in the use of these activities in an ongoing fashion, those would count as "real" dollars.

Fiscal agents must maintain documentation on cash, in-kind contributions, and realigned funds in their files. The records must show how the value placed on third party in-kind contributions was derived. Volunteer (unpaid) services are valued at rates consistent with those ordinarily paid for similar work in the grantee's organization or ordinarily paid by other employers paid for similar work in the same labor market. Meeting minutes and sign-in sheets support the time investment of volunteers, especially members of the partnership governance.

B. Invoices

Contractors may request reimbursement for expenditures on a monthly basis. All requests must be in agreement with the line item budget approved in the action plan. **A listing of expenditures being requested for reimbursement should be attached to the invoice. This listing should contain each expenditure by payee and amount and should total the amount of the reimbursement request.** Back-up documentation supporting the claim must be maintained at the contractor's level.

Local Documentation for Payments: Basic principles and examples

The fiscal agent must maintain adequate documentation for partnership expenditures. Adequate documentation proves that an expenditure for goods or services was:

- ◆ properly authorized and approved,
- ◆ procured by competitive bid and subject to cost limitations imposed on public expenditures (in accordance with the requirements of OMB Circulars A-87 and A-102),
- ◆ allowable under the grant,
- ◆ received and distributed for the purpose intended, i.e., goods and services were delivered and reached the target population.

The partnership should authorize large expenditures and contracts at their meetings. Contracts must follow the fiscal agent's procedures for negotiation and execution, and should be executed before the activity is completed. Contracts should not be initiated after an activity is completed. Education Edge funds are subject to the fiscal agent's policies and procedures for documenting payments.

Some typical expenditures and their acceptable documentation include, but are not limited to:

Expenditure Example	Suggested Documentation
Teacher externships, stipends, substitute pay	timesheets, preauthorization list identifying the teacher by SSN;
Meeting expenses/group meals	meeting agenda, sign-in sheets for the meeting;
Conference travel	Conference agenda, travel authorization, hotel bill, airline ticket, travel claim;
Materials/Supplies, software, equipment	approved purchase order, receiving report;
Personal Services, including technical assistance providers of professional development	contract with scope of services, provider invoice, meeting agenda, and sign-in sheets for professional development;
Personal Services for coordinators	contract with scope of services, timesheets, and other documents, depending on expenses to be reimbursed;

Invoice forms and instructions are given below.

Instructions for Completing Education Edge Invoice and Request for Reimbursement

In response to comments and requests from partnership Grant Administrators, Fiscal Agents, and Education Edge Project Managers, the Education Edge Office has redesigned the invoicing and reimbursement format. These forms replace the Education Edge ED-2633 distributed and published with the original Grant Administrator's Manual.

Submit **one** Invoice with an **original signature** of the Fiscal Agent **and one or more** supporting Request for Reimbursement forms when requesting payment from the Education Edge Office. Faxed documents cannot be used for processing payments.

Note: Shaded blocks on both forms are to be left **blank**.

I. Invoice Form

- A. RFS:** Enter the RFS number of your Education Edge contract. The RFS number appears at the upper right corner of the first page of the contract.
- B. Name and Address of the Entity submitting the request:**
- Fiscal Agent:** Enter the name of the Fiscal Agent for the Partnership or grantee.
- Organization:** Enter the name of the Fiscal Agent Organization for the Partnership or Grantee, e.g., Carroll County Board of Education or Maury County Chamber of Commerce.
- Address:** Enter the mailing address of the Fiscal Agent Organization.
- City:** Enter the City name for the Fiscal Agent Organization.
- Zip:** Enter the zip code for the Fiscal Agent Organization.
- Contact:** Enter the name of the person preparing the invoice, e.g., the Federal programs bookkeeper, the Finance Director, and their title.
- Phone Number:** Enter the phone number, including area code and extension, if applicable, for the person preparing the invoice.
- County:** Enter the County where the Fiscal Agent is located.

C. Invoice Summary Table

Complete a row of this table for each reimbursement request being submitted with this invoice.

Request Period:

From: Enter the beginning date of accrued expenditures included in the reimbursement request.

To: Enter the ending date of accrued expenditures included in the request.

Revenue Code (for use by LEAs only): Enter the correct LEA revenue account code for the source of the funds being requested. For Education Edge funds, this code is **47144**.

Program Description: Enter the category of funds to be reimbursed. The categories are:

Education Edge Regular Grant, _____ Phase

EERFP # _____

EE Special Project: _____

EE Award: _____

Contract Number: Enter the contract number from the executed Education Edge contract with the partnership or grantee. For Education Edge Partnership grants, the contract number is designated as "grant number" or "Z number" in the upper right of the first page of the contract and begins "Z-97-082-..." For other Education Edge contractors or grantees, the contract number will be handwritten in the upper right of the first page of the contract and begins with "FA," "ID," "GR," or "GG."

Total Requested: Enter the total requested for this reimbursement.

D. Total

Enter the total of all reimbursements requested with this invoice.

E. Signature Block

Title: Enter the title of the authorized fiscal agent for the organization.

Signature: Enter the fiscal agent's signature.

Date: Enter the date the fiscal agent signs the invoice.

Invoice Form**EDUCATION EDGE****INVOICE**

Mail To: Education Edge Education Edge Andrew Johnson Tower, 6 th Floor 710 James Robertson Parkway Nashville, TN 37243-0375 Phone: 615-532-5942 Fax: 615-532-4792 E-Mail: _____ RFS:	DO NOT WRITE HERE - FOR DEPARTMENT USE ONLY DOE Approval Stamp: APPROVED FOR PAYMENT I certify that this payment is for goods and/or services delivered. Date: _____ Assistant Commissioner or Designee Cost Center: 492 Object: ____ Allot. Code: 331.09 Grant: _____ Sub-Grant _____ Contract – Z- Vendor ID: -
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Name and Address of entity submitting the request:
 (Fiscal Agent:)

System
 Address
 City, TN Zip

Phone Number:
 County:

Request Period		Revenue Code	Program Description	Grant Sub-Grant No.	Contract No.	Total Requested
From:	To:					
			Education Edge	8 GV ABX		

TOTAL

As an authorized representative of the above named contractor or grantee, I certify that this invoice and the attached supporting documents are true and accurate to the best of my knowledge and hereby request funds for the total amount shown above.

Title_____
Signature_____
Date

Reimbursement Request Instructions

II. Invoice: Request for Reimbursement

Submit one Request for Reimbursement for each separate Action Plan Phase, EERFP, EE Award, or EE Special Project being submitted for reimbursement.

- A. **RFS:** Enter the RFS number of your Education Edge contract. The RFS number appears at the upper right corner of the first page of the contract.
- B. **Date:** Enter the date the grantee is submitting the reimbursement request.
- C. **Identifying Information:**

Partnership: Enter the name of the Education Edge Partnership or grantee submitting the request, e.g., WEBB, Upper Norris, Chickasaw-Natchez.

Fiscal Agent: Enter the name of the Fiscal Agent organization for the partnership, e.g., Anderson County Board of Education, Claiborne County Board of Education, Henderson County Board of Education.

Contract #: Enter the contract number from the executed Education Edge contract with the partnership or grantee. For Education Edge Partnership grants, the contract number is designated as "grant number" or "Z number" in the upper right of the first page of the contract and begins "Z-97-082-..." For other Education Edge contractors or grantees, the contract number will be handwritten in the upper right of the first page of the contract and begins with "FA," "ID," "GR," or "GG."

Request Period:

From: Enter the beginning date of accrued expenditures included in the reimbursement request.

To: Enter the ending date of accrued expenditures included in the request.

Vendor #: Enter the grantee vendor ID number from the executed Education Edge contract. This will be found in section E.2., Communications and Contacts, of the grant, beginning the information for the Grantee.

- D. **EE Phase (Check One):**

Indicate which phase or type of project this reimbursement request covers by checking the box above the appropriate category. If the request covers an RFP, enter the RFP number in the box.

- E. **Expenditures Table**

Enter information in **columns A through E** about the phase or project by line item.

A. **Total Budget:** Enter the approved budget by line item for the phase or project.

- B. Cumulative Previous Expenditures:** Enter the total of previous reimbursement requests for the line item.
- C. Expenditures This Period:** Enter the expenditures against the project being requested for reimbursement on this invoice.
- D. Expenditures Year-to-Date (B+C=D):** Enter the sum of the expenditures previously requested and the current reimbursement request by line item.
- E. Expenditures Balance (A-D=E):** Enter the difference between the budget and the year-to-date expenditures by line item.

Line items:

Programmatic Categories:

- 1. Travel:** Includes the cost of travel associated with completing the activities in the action plan.
- 2. Materials & Supplies:** Includes the cost of materials used in delivering professional development to educators and the partnership and in providing services to students.
- 3. Curriculum Development:** Includes costs associated with local curriculum development such as extended contract pay for teachers and substitute pay (to allow teachers release time).
- 4. School-Site and/or Employer Mentor Training:** Includes the cost of training individuals who will serve as mentors for students in a school-based or work-based setting.
- 5. Other Professional Development:** Includes the cost of conferences and meetings to train members of the partnership and educators in various aspects of system-building, education reform, improvement of learning and instruction, developing standards and other economic or workforce development issues. Can also include the cost of substitutes to allow teachers release time to attend professional development.
- 6. Purchase of Technical Assistance** Includes the cost of assistance to the partnership from a contract provider.
- 7. Employer Outreach (Recruiting, Technical Assistance, etc.):**
Includes amounts spent to recruit employers to the partnership or provide assistance in structuring work-based learning arrangements.
- 8. Marketing:** Includes amounts spent to purchase Education Edge brochures or public service announcements.
- 9. Contractual Services:** Includes a contracted coordinator's salary for the time spent on local action plan activities.
- 10. Miscellaneous (Explain of Back of Form):** Includes allowable programmatic costs not identified in categories 1-9 above.

Administrative Categories:

The term "administrative costs" means the activities of a partnership that are necessary for the proper and efficient performance of its duties under the action plan and that are not directly related to the provision of services to participants or otherwise allocable to the program's allowable activities. Administrative costs may be personnel and non-personnel costs, and they may be either direct or indirect.

Administrative activities include:

- Overall system management, system coordination, and general administrative functions;
- Preparing program plans, budgets, and schedules, as well as applicable amendments;
- Monitoring of local initiatives, pilot projects, subrecipients, and related systems and processes;
- Procurement activities, including the award of specific subgrants, contracts, and purchase orders;
- Developing systems and procedures, including management information systems;
- Preparing reports and other documents related to the Act;
- Coordinating the resolution of audit findings.

11. Travel: Travel costs incurred for official business in carrying out grants management or administrative activities.

12. Materials & Supplies: Costs for goods required for the administration of the local Education Edge system.

13. Contractual Services: Costs for contracted services required for the administration of the local Education Edge system. This may include the administrative portion of the contracted salary of a local coordinator.

14. Miscellaneous (Explain of Back of Form): May include indirect costs and other administrative costs not included in the three other categories given.

F. Totals

Enter the totals for columns A through E. The total for column C, Expenditures this Period, must equal the Total Requested for this phase or project entered on the Invoice form.

Reimbursement Request Form

EDUCATION EDGE

INVOICE
REQUEST FOR REIMBURSEMENT

Allotment Code: 331.09
Cost Center: 492

RFS:

Date:

Partnership:
Fiscal Agent:
Contract #:
Grant:
Subgrant:
Request Period: From: To:
Vendor #:

EE Phase (Check One)

Design	Dev I	Dev II	Imp I	Imp II	RFP #	Special Project

		A	B	C	D	E
LINE ITEM	DESCRIPTION	Total Budget	Cumulative Previous Expenditures	Expenditures This Period	Expenditures Year-to-date (B+C=D)	Expenditures Balance (A-D=E)

		PROGRAMMATIC					
1		Travel					
2		Materials & Supplies					
3		Curriculum Development					
4		School-Site and/or Employer Mentor Training					
5		Other Professional Development					
6		Purchase of Technical Assistance					
7		Employer Outreach (Recruiting, tech. asst., etc.)					
8		Marketing					
9		Contractual Services					
10		Misc. (Explain on Back of Form)					

		ADMINISTRATIVE					
11		Travel					
12		Materials & Supplies					
13		Contractual Services					
14		Misc. (Explain on Back of Form)					
		TOTAL					

C. Special Projects, Pilots, and/or RFPs

Many partnerships have been successful in obtaining additional funds to implement special projects, pilots, or other projects selected through a competitive Request for Proposals (RFP) process. The additional funds have been added to their existing contract through an amendment process. These additional special projects, etc. must meet the same requirements as are specified in the RFP. They must meet the same financial requirements and should be included during any showcasing or monitoring visit. However, in addition to meeting these requirements, the partnership must comply with the following items:

- Reimbursement of expenses related to these special projects must be invoiced on a separate invoice form and labeled according to the project;
- The final invoice for any special project activities must be labeled as **Final**;
- All special projects must have approved proposals, implementation timelines, and budgets filed with the state;
- Communication about special projects concerning amendments, no cost extensions, etc. must be communicated to the regional project manager. The regional project manager will consult with the grants administrator or other Education Edge staff members responsible for the oversight of the project;
- Partnerships must complete either the *Template for Special Project Report* or the *Innovative Special Project Report*, which is available on-line on Tennessee Department of Education's Education Edge web site at www.state.tn.us/education/eehpage.htm, and;
- Be available for consultation for other partnerships wanting to implement the special project.

The *Template for Special Project Report* follows.

Template for Special Project Report

EDUCATION EDGE



Template for Special Project Report

Name of Special Project: _____

Purpose of the Special Project:

Narrative:

Results:

Lessons Learned: (Challenges or Barriers):

Replicating Project/Estimated Cost

D. Monitoring, Showcasing, and Technical Assistance

1. Monitoring- Showcasing

Showcasing Procedure

Education Edge

The key strategy of Tennessee's School to Career initiative is to create and sustain local partnerships composed of business leaders, chamber of commerce executives, educators, and other key individuals such as parents, students, labor leaders, etc.

Funding for these partnerships comes from the federal School to Work (STW) grant that the State of Tennessee received. Accordingly, the State of Tennessee has a responsibility to monitor how these funds are being expended by the local partnerships in order to be able to assure the National School-To-Work Office that all requirements are being met.

Tennessee has elected to fulfill this obligation by conducting formal visits to the local partnerships; visits that are called "Showcasing."

The purpose of this document is to set forth the procedure that is used by the Education Edge Office to schedule and carry out Showcasing visits.

Round I Visits. Within 12 months after receiving first year funds, the Education Edge Office conducts the first round of Showcasing visits to the local partnerships. These visits consist of three major components. Component one includes notifying the local partnership of the pending visit and sending to them a package of material that outlined how they should go about getting ready. Part of their preparatory work is to conduct a self-assessment (see the [Self Assessment Review](#) and [Checklist](#) in [Showcasing Education Edge](#) on the Education Edge website) of the progress that they have made in championing the STW objectives. Component two is the programmatic Showcasing visit conducted by a team of Education Edge people normally led by one of the Policy Team members. Component three is a financial review at the local partnership conducted by a member of the state's Education Edge Office. The results of all of these activities are then documented into a report that is shared with the local partnership and a record copy placed in the State file.

Every partnership is to receive a round one visit within 18 months of having received an approved action plan.

Round II Visits. Based on the experience gained in the round one visit and the maturity of the State's initiative, a revised procedure has been adopted for round two visits. This procedure will be as follows:

Scheduling of Programmatic Showcasing Visits. Every year all four of those partnerships located in the major urban areas will receive a Showcasing visit, i. e. Memphis, Nashville, Knoxville, and Chattanooga.

Also, the following criteria will identify a partnership for a second showcase:

- ◆ Leadership changes;

- ◆ Multiple RFPs or Special Projects;
- ◆ Recommendations from a previous showcase; or
- ◆ Request for significant or multiple action plan modifications.

In addition, between 15 and 18 of the other partnerships will receive a Showcasing visit each year. The partnerships to be visited will be selected by the Education Edge staff based on perceived need, strength of the partnership, and time since the last visit.

Showcasing visits. The revised Showcasing visit will consist of only two components, i. e., the pre-visit preparatory work and the programmatic Showcasing visit. The financial review, which is discussed later, will be done separately.

During the pre-visit preparatory work the local partnerships will be expected to address the recommendations made by any previous Showcasing team and to conduct a self-assessment.

The Showcasing team consists of members of the Education Edge Office, representatives of the Policy Team, and other members of the State Department of Labor and Workforce Development and/or Department of Education. A special effort is made to include any Policy Team members who live in the area served by the local partnership. In order to help encourage adoption of best practices across the state, a special effort will be made to include on the team representative members of other partnerships who would benefit from hearing what others are doing.

Technical Assistance Visits. Partnerships who are not scheduled to have a formal Showcasing visit in any given year will be visited by one of the Education Edge technical assistance staff at least twice during the year. The staff member will document the results of these visits, and these reports will be made a part of the partnership's contract file.

Financial Reviews. In accordance with the agreement reached with Tennessee's Department of Education auditors (See MOU attached), formal financial audits of subgrant funds will be done by the auditors and the results reported to the Education Edge Office. The auditors will assume the responsibility for determining the frequency of audits of local partnerships that must be done to meet both the state and federal requirements. Routine monitoring will continue as required by Policy 22 of the Tennessee Department of Finance and Administration. Education Edge is included within the scope of the fiscal monitoring that the Tennessee Department of Education is conducting to comply with Policy 22. Policy 22 requires either an on-site review or desk review of each entity receiving state or federal funds during a three-year review cycle.

Also, as part of the Showcasing Education Edge process, the Financial Checklist instrument (also included in [Showcasing Education Edge](#) on the website) will continue to be used to determine whether partnerships have adequate financial controls in place.

Self-Assessments. All partnerships are encouraged to conduct a self-assessment on an annual basis, and the Education Edge office provides a template for these assessments. (See the [Self Assessment Review](#) worksheet and the [Checklist in Showcasing Education Edge](#) on the website). The self-assessment documentation will be reviewed during the Showcasing or technical assistance visits by the Education Edge staff.

2. **Monitoring of sub-contracts** The local partnership will develop a monitoring plan for sub-contracts. The regional project manager must approve the plan.

E. Closeout Procedures

As the partnership completes expenditures and components of each action plan phase, the partnership must submit a Phase Completion Report to the Regional project manager. The project manager will review and either approve or disapprove the report. Upon approval, the Education Edge Office will process invoices for the next phase.

Instructions for Completing

Education Edge Phase Completion Report

In response to comments and requests from partnership grant administrators, fiscal agents, and Education Edge project officers, the Education Edge Office has redesigned the phase completion report format. These forms replace the Education Edge Phase Completion Summaries distributed and published with the original Grant Administrator's Manual.

Submit **one** Completion Report with the **signatures** of all the local co-chairs in Section One (and Section Three for Development I, Development II, and Implementation I) to the Education Edge Regional Project Manager.

Partnership: Enter the partnership name, e.g., Upper Norris or Chickasaw-Natchez.

Date: Enter the date the partnership officially recognizes the completion of the current phase.

Complete **either** Section I **or** Section II of the report.

SECTION I: Certification of Phase Completion Statement

Local Co-Chairs' Signatures: Obtain the signatures of all local co-chairs on the blanks provided when the partnership agrees all the components of the current action plan phase have been completed.

SECTION II: Phase Components not Completed

Place an “X” or a check mark (✓) in the box beside each action plan component that remains incomplete at the end of the phase. A component is **incomplete** for the phase when the **partnership has not revised the strategy, and the planned benchmark has not been reached**. For example, the Development I SCANS component may be incomplete because the partnership could not schedule multiple SCANS in-services to reach all teachers in the partnership but has reached a substantial number of teachers. This can be completed in Development II phase with funds carried over from Development I, but no additional funds are available to complete the activity.

This component will be completed in the subsequent phase: For Development I, Development II, and Implementation I phases, check “Yes” or “No” to indicate whether or not the component will be completed in the next phase. If the component will not be completed by the end of the next phase, please include an explanation, giving reasons why the component will not be completed. At the end of Implementation II, partnerships **must give target dates of completion** for any components remaining unfinished.

SECTION III - MUST BE COMPLETED

I have expended \$: Enter the total Education Edge funds expended during the phase being completed in the blank with the preceding dollar sign (\$).

From ____ phase: Enter the name of the phase from which the funds were expended in the second blank.

Requesting permission to carry forward \$: Enter the amount of Education Edge funds the partnership requests to carry forward to the succeeding phase in the second blank with the preceding dollar sign (\$).

For ____ phase activities: Enter the phase name of incomplete activities to be funded by the carryover in the fourth blank.

Note: Any carryover remaining at the end of Implementation I that is not tied to specific action plan elements will be recaptured and redistributed.

Local Co-Chairs' Signatures: Obtain signatures of all local co-chairs to signify partnership agreement on the overall request.

Education Edge Development I Phase - Completion Report

Partnership: _____

Date: _____

COMPLETE EITHER SECTION I OR II

SECTION I

I hereby certify that the information contained in this end of phase report is correct to the best of my knowledge, and believe that funds were properly obligated and expended during the approved project operation time period. Further, I certify that all components in Development I Phase are completed as outlined in our partnership's action plan, previously approved by the State of Tennessee.

I am requesting permission to move to Development II Phase.

Local Co-Chairs Signatures:

SECTION II

I certify that all components of our action plan Development I Phase have been completed except:

(Check all that apply)

COMPONENT	
Recruit Employers	
SCANS	
Use of Community Services	
STC Awareness Activities	
Standards and Benchmarks	
Career Guidance	
Use of Work Keys	

COMPONENT	
Mentor Training	
Use of existing programs/activities	
Leveraged Funds	
Career Clusters	
Assessment: High Expectations	
Post Sec. Education & training programs	

This component(s) will be completed in Development II Phase:

YES ☐

NO ☐

If NO, explain:

SECTION III – MUST BE COMPLETED

I have expended \$_____ from _____ Phase and therefore am requesting permission to carry forward \$_____ for _____ Phase activities per attachment.

I am requesting permission to move to Development II Phase.

Local Co-Chairs Signatures:

Education Edge Development II Phase - Completion Report

Partnership: _____

Date: _____

COMPLETE EITHER SECTION I OR II

SECTION I

I hereby certify that the information contained in this end of phase report is correct to the best of my knowledge, and believe that funds were properly obligated and expended during the approved project operation time period. Further, I certify that all components in Development II Phase are completed as outlined in our partnership's action plan, previously approved by the State of Tennessee.

I am requesting permission to move to Implementation I Phase.

Local Co-Chairs Signatures:

SECTION II

I certify that all components of our action plan Development II Phase have been completed except:

(Check all that apply)

COMPONENT	NO
Recruit Employers	
Common Core	
Leveraged Funds	
Career Clusters/Pathways	
Assessment: High Expectations	
Post Sec. Education & training programs (articulation)	
Work Keys employer use (hiring)	

COMPONENT	NO
Mentor Training/Implementation	
Use of Community Services	
Awareness Activities	
Standards & Benchmarks (test measures)	
Career Guidance (Advisor/Advisee)	
Workplace Safety Training	

This component(s) will be completed in Implementation I Phase:

YES ☐

NO ☐

If NO, explain:

SECTION III – MUST BE COMPLETED

I have expended \$_____ from _____ Phase and therefore am requesting permission to carry forward \$_____ for _____ Phase activities per attachment.

I am requesting permission to move to Implementation I Phase.

Local Co-Chairs Signatures:

Education Edge Implementation I Phase - Completion Report

Partnership: _____

Date: _____

COMPLETE EITHER SECTION I OR II

SECTION I

I hereby certify that the information contained in this end of phase report is correct to the best of my knowledge, and believe that funds were properly obligated and expended during the approved project operation time period. Further, I certify that all components in Implementation I Phase are completed as outlined in our partnership's action plan, previously approved by the State of Tennessee.

I am requesting permission to move to Implementation II Phase.

Local Co-Chairs Signatures:

SECTION II

I certify that all components of our action plan Implementation I Phase have been completed except:

(Check all that apply)

COMPONENT	NO
Recruit Employers	
Academic/Vocational (Integration)	
Community Support Services	
Awareness Activities	
Competency Test Results (begin use)	
Career Guidance: Advisor/Advisee	
Use of Work Keys for placement	

COMPONENT	NO
Mentor Training/Implementation	
Common Core	
Leveraged Funds	
Career Clusters	
Assessment: High Expectations (progress)	
Post Sec. Education & training programs (articulation)	

This component(s) will be completed in Implementation II Phase:

YES ☐

NO ☐

If NO, explain:

SECTION III – MUST BE COMPLETED

I have expended \$_____ from _____ Phase and therefore am requesting permission to carry forward \$_____ for _____ Phase activities per attachment.

I am requesting permission to move to Implementation II Phase.

Local Co-Chairs Signatures:

Education Edge Implementation II Phase - Completion Report

Partnership: _____ Date: _____

I hereby certify that the information contained in this end of phase report is correct to the best of my knowledge, and believe that funds were properly obligated and expended during the approved project operation time period. Further, I certify that all components in Implementation II Phase are completed as outlined in our partnership's action plan, previously approved by the State of Tennessee.

Local Co-Chairs Signatures:

I certify that all components of our action plan Implementation II Phase have been completed except:

COMPONENT	NO
Recruit Employers	
Competency Test	
Community Support Services	
Awareness Activities	
Assessment: High Expectations (progress)	
Workplace readiness & employability skills	
Use of Work Keys for placement	

COMPONENT	NO
Mentor Training/Implementation	
Common Core	
Leveraged Funds	
Career Clusters	
Assessment for academic & work readiness: integrated w/career planning	
Post Sec. Education & training	

This component(s) will be completed by:

